JOB DESCRIPTION

Position Title: **Principal Coordinator**   Working Area: **Housing Program**

Class Code: <u>4911</u>   Exempt   EEO Code: <u>02</u>   Effective Date: <u>August 30, 2002</u>
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Major Function

Professional work in the development and implementation of housing and housing assistance programs designed to increase the supply of standard, decent housing affordable to very low and low income households.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Coordinates with County and City staff and committees, lenders, nonprofit housing developers, for-profit housing developers, and housing providers to design Affordable Housing Trust Fund, HOME and CDBG funded programs policies and procedures.

Develops program monitoring guidelines for Community Housing Development Organizations (CHDOs) and the HOME Program. Develops subrecipient monitoring guidelines for non-profits, cities, housing authorities and other participants under the HOME, Affordable Housing Trust Fund, CDBG and other housing assistance programs.

Develops marketing strategies for increased participation of non-profit housing developers to build their capacity to provide affordable housing, rehabilitation and support services for very low and low-income families, including technical assistance and training.

Develops and implements a minority and women-owned business outreach program for HOME and CDBG program participation. Develops, implements and monitors long-term resale guidelines for HOME assisted units, including the verification of income for subsequent renters and buyers.

Assists in the development, annual update and progress monitoring of the County's Consolidated Plan. Assists in the development, update and progress monitoring of the Housing Element of the Comprehensive Plan and its 5-year evaluation and appraisal reports.

Maintains an inventory of County owned property suitable for the development of affordable housing and develops guidelines, policies and procedures for conveyance to local non-profit housing developers.

Performs other duties as assigned or as may be necessary.

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Minimum Qualifications

Considerable knowledge of the Community Development Block Grant, HOME and S.H.I.P Programs. Knowledge of housing development financing and techniques. Knowledge of statistics, graphics, and basic research methods employed in assimilating, complying, evaluating, and presenting information and recommendations.

Considerable ability to conceive, plan, and participate in research and planning projects. Ability to analyze and interpret complex data, present information, ideas, and recommendations clearly and succinctly in written and oral form. Ability to establish and maintain an effective working relationship with agencies, groups, and individuals associated with planning issues. Ability to communicate effectively both orally and in writing, and make presentations before large and small groups. Ability to exercise considerable initiative and work independently to accomplish assigned duties.

Master's Degree in Public Administration or a closely related field and three (3) years of progressively responsible experience in CBDG, housing rehabilitation, implementation of housing assistance programs or affordable housing delivery programs. Prefer applicants with experience in housing, financing or finance leveraging on a local level.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is an office setting. Most duties are performed sitting at a desk, table or workstation. This position has regular exposure to radiant and electrical energy found in an office environment.